

**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center
Recruiting Bulletin**

OPENING DATE: 04/20/2009
CLOSING DATE: 06/30/2009

Announcement No. DET-LCO-9-132
LOCATION: Mansfield, OH

POSITION TITLE:
Assistant Manager for Recruiting (AMR)

PAY RATE PER ANNUM:
\$32,870.00

NUMBER OF VACANCIES: One (1).

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.

AREA OF CONSIDERATION: **All U.S. Citizens** residing in the following counties in Ohio: Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Sandusky, Seneca, and Wyandot.

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Anyone residing in the area of consideration (**see above**).

DUTIES: Assistant Manager for Recruiting (AMR)

Responsible for the management and supervision of the recruitment and testing of applicants to fill Early Local Census Office (ELCO)/Local Census Office (LCO) positions. Prepares an ELCO/LCO recruiting plan to ensure that staffing needs are met for all field and office positions. Implements and evaluates the recruiting plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the ELCO/LCO to ensure a locally representative workforce of census employees. Assists the Local Census Office Manager (LCOM) to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Conducts the recruitment process to assure that applicants are identified and tested. Maintains liaison with organizations that refer applicants and other employment sources. Recruits, selects, and trains recruiting assistants, office operations supervisors (OOS), and the office clerks responsible for scheduling and conducting employment tests of applicant indigenous to the ELCO/LCO operations area. Monitors the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the ELCO/LCO.

QUALIFICATIONS: To qualify for the Assistant Manager for Recruiting position, all applicants must:

1. Pass a written management test; **and**
2. Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three areas must be at least at the level described as "c" in the attached Evaluation Criteria Statement for the Assistant Manager for Recruiting. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY:

Step One: Complete an application, the OF-612, and submit your resume.

- a. [Optional Application for Federal Employment \(OF-612\)](http://www.census.gov/rodet/www/2010employ.html), (this form can be found on our website at <http://www.census.gov/rodet/www/2010employ.html>) **and**
- b. A resume for this position, listing your work duties and accomplishments relating to the job for

which you are applying

Step Two: Complete an [OF-306, Declaration of Federal Employment](http://www.census.gov/rodet/www/2010empty.html) (this form can be found on our website at <http://www.census.gov/rodet/www/2010empty.html>).

Step Three: Each applicant must complete and submit Evaluation Criteria statements for this position. (See attached sheet with the Evaluation Criteria questions.)

Step Four: Call the toll free number, 1-866-861-2010, or your Local Census office at (419) 324-7650 to schedule a **D-270 Supervisor test**. **NOTE: If you previously passed the D-270 test you do not need to retest; only follow Steps One through Three.** All applicants must follow Steps One through Three and submit an application packet, even if one was previously submitted.

APPLICANTS MUST BRING THE FOLLOWING DOCUMENTATION TO THE TESTING SESSION:

1. Bring a copy of your application (the OF-612), resume, Evaluation Criteria and completed OF-306 to your test session and give it to the test proctor, or mail the entire package to the Detroit Regional Census Center (address listed below).
2. **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A sample listing of acceptable identification has been provided below.
3. List of **three** references (personal and professional) – name, phone number and address.
4. DD-214, Certificate or Release or Discharge from Active Duty (*if applicable*); this document must include the type of discharge (e.g. Honorable, General).
5. [SF-15, Application for 10-Point Veteran Preference](#) (*if applicable*) and supporting documentation.

Examples of acceptable identification include a U.S. Passport or Passport card, Permanent Resident Card or Alien Registration Receipt card, State issued Driver's license or ID card, School ID with a photograph, Voter's registration card, Social Security Account Number Card, Birth Certificate or a Native American tribal document. For a complete listing of acceptable ID, visit <http://www.uscis.gov/i-9> for a copy of the I-9 form used for verification of identification.

APPLICATION DEADLINE:

Application materials must be **received by 5 pm EST on the closing date** of the recruiting bulletin. **Applications received after this date will not be considered.** **Facsimile and emailed applications are not accepted.** Please do not staple your application paperwork.

If mailing your documents please send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Dr., Ste. 2950
Detroit, MI 48207
ATTN: Human Resource Specialist**

READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS. For further information on this vacancy you may contact, Susan Kreft, Human Resource Specialist, at (313) 396-5333.

SELECTION PROCESS:

- Once the Recruiting Bulletin has closed, the applicant review process will begin.
- Qualified applicants will be referred to the Selecting Officials for consideration. Interviews and reference checks will be conducted. Selecting Officials will interview the highest ranking candidates; lower ranking candidates may or may not receive an interview.
- Selections will be made July through September. Most positions will begin in early October. Applicants not selected for a position will receive notification once the selection record expires.

ADDITIONAL INFORMATION:

- Payment of relocation expenses IS NOT authorized.
- Use of any Government agency envelopes to file job applications is a violation of federal laws and

regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted

- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

Example: How to Answer Evaluation Criteria Statements

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included <u>all</u> of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included <u>all</u> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included <u>some</u> of the following responsibilities: administering the testing of applicants, accomplishing recruitment goals, and implementing recruiting strategies.</p> <p>C. I have been a recruiter and have supervised a staff of employees. I have not had to supervise another recruiter/supervisor/team lead. I have supervised one level/tier of subordinate management. I managed was less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruitment goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. <p>XYZ Company 1234 Street Detroit, MI 48027</p> <p>Recruiter 05/20/2000-10/30/2005</p> <p>As a Recruiter, I managed a staff of 12 employees; I was the first-line supervisor. I was managed by the Lead Recruiter, who was managed by the Department head. As a Recruiter I worked with the HR Department to determine hiring needs. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p>

Circle the appropriate answer in Column A.

Support your answer by completing Column B.

- Include the actual (or estimated) number of employees you supervised
- Include the level of management you worked at (i.e. General Manager, First-Line Supervisor...)
- Include the number of management levels
- Provide a detailed answer for *each part* of the question

EVALUATION CRITERIA STATEMENT FOR Assistant Manager for Recruiting (AMR)	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and supporting their response in Column B.</p> <p>(Use additional paper as required.)</p> <p>**RETURN CRITERIA WITH APPLICATION**</p>	<p>Applicants are also required to complete the following:</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.) or</p> <p>2. In the space below, write your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.</p>
<p>1. Please select the answer that best describes your experience managing a time critical recruitment operation. (Circle the one appropriate letter.)</p>	<p><i>(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)</i></p>
<p>1a. I have managed a geographically dispersed team of recruiters that included <u>all</u> of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included <u>all</u> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</p>	
<p>1b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included <u>some</u> of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</p>	
<p>1c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead <u>or</u> I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p>	
<p>1d. My experience is less than what is described above.</p>	

**EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Recruiting (AMR)**

2. Please select the answer that best describes your experience maintaining effective relationships with the local news media, community leaders, and organizations, and/or local governments' officials in order to promote community assistance in finding applicants. (Circle the one appropriate letter.)

(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)

2a. I have experience at the executive level building and maintaining strong relationships with **all** of the following groups to find and encourage applicants: community based organizations, volunteer organizations, and government entities. I have experience managing vacancy announcements and postings in local media for an entire organization.

2b. I have experience building and maintaining strong relationships with **some** of the following groups: community based organizations, volunteer organizations, and government entities but not at a senior level. I have experience posting job vacancy announcements via media outlets.

2c. I have experience collaborating with other groups **or** being responsible for the soliciting of applicants via media outlets.

2d. My experience is less than what is described.

**EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Recruiting (AMR)**

3. Please select the answer that best describes your experience preparing and presenting recruitment talks and formal speeches to moderate sized or larger groups (over 20 people). (Circle the one appropriate letter.)

(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)

3a. I have experience developing and making oral and written presentations for groups of 20 or more people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences on recruitment topics.

3b. I have experience developing and making oral and written presentations to groups of fewer than 20 people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences, but have not used this experience related to recruitment topics.

3c. I have developed oral and written presentations in the past or developed presentations for a supervisor. However, I have not personally delivered a presentation in front of a group in a professional setting.

3d. My experience is less than what is described above.